



HAYWARD
COMMUNITY TASKFORCE TO
UPDATE THE
1992 ANTI-DISCRIMINATION ACTION PLAN

COMMUNITY TASKFORCE

CHARTER

APPROVED FEBRUARY 22, 2017

Updated: 2.24.17

PURPOSE:

Recent increased tension nationwide created concerns locally for residents, elected officials and others about human and civil rights, and about increased tension between community members based on Hayward residents' political affiliation, economic status, place of origin, immigration status, religion, race, ethnicity, gender, gender identity, sexual orientation, and other personal characteristics. In response, City officials sought to partner with community members who represent the diversity that is the Hayward community to partner with the City in addressing these concerns.

On January 17, 2017, the Hayward City Council established a limited term Community Taskforce made up of Hayward residents and community members with the task of reviewing, evaluating, and updating the 1992 Hayward Anti-Discrimination Action Plan (ADAP). In addition to providing their own perspectives, Community Task Force members will play a leadership role in facilitating "community conversations" designed to obtain the insights and experiences of a wide-variety of Hayward community members about current human relations issues. The information gathered will significantly influence and inform the content of the updated ADAP.

The work of the Community Taskforce will culminate with a presentation to the Council at a work session in May or June of this year, followed by the formal adoption of the updated ADAP by the City Council. Subsequently, the City, community members, and cross sector organizations will work together to implement the actions described in the updated ADAP.

MEMBERSHIP:

The Community Taskforce is made up of Hayward residents recommended by Council and appointed by the Mayor and City Manager. Criteria used for recommending potential taskforce members and ultimate selection of members include Hayward community members that:

- A. Reflect a diverse representation of the Hayward community relative to race, religion, sexual orientation, gender, gender identity, disability, and age, and/or
- B. Have a historical knowledge of the Hayward community, and/or
- C. Are active members of the Hayward community and have a vested interest in contributing to viable solutions to local resident's concerns about human rights and human relations, and/or
- D. Are a member of the Youth Commission, Personnel Commission or the Community Services Commission, and/or
- E. Agreed to the time commitment required to complete the work of the taskforce.

The 21-member Community Task Force includes the following:

#	NAME	REPRESENTATIVE	EMAIL ADDRESS
1	Kristal Brister	Community Taskforce Member	kbrister@husd.k12.ca.us
2	Betty DeForest	Community Taskforce Member	deforestbetty@hotmail.com
3	Ria Lancaster	Community Taskforce Member	lancaster.ria@gmail.com
4	Rosaura Mendoza	Community Taskforce Member	xosie.mendoza@gmail.com
5	Randy Wright	Community Taskforce Member	Randyjwright@earthlink.net
6	Sheila Burks	Community Taskforce Member	sburks@accfb.org
7	Kevin Dowling	Community Taskforce Member	kjdowling@aol.com
8	Dione Lien	Community Taskforce Member	dionelien@gmail.com
9	Galilea Rios	Community Taskforce Member	Galilea.n.rios@gmail.com
10	Frank Burton	Community Taskforce Member	Frank.burton.now@gmail.com
11	Myra Feiger	Community Taskforce Member	Myra@feiger.com
12	Ruben Martinez	Community Taskforce Member	rubenboycst@gmail.com
13	Raj Singh	Community Taskforce Member	Rajsingh1@comcast.net
14	Freddye Davis	Community Taskforce Member	haywardnaacp@gmail.com
15	Mohammed Khan	Community Taskforce Member	mkhan333@yahoo.com
16	Kari McAllister	Community Taskforce Member	eyesopen@comcast.net
17	Veronica Solorio	Community Taskforce Member	vzsolorio@gmail.com
18	Vivian Phung	Youth Commissioner	vivianphung@outlook.com
19	Arzo Mehadavi	Community Services Commissioner	arzom8@gmail.com
20	Linda Moore	Community Services Commissioner	lmoore3358@aol.com
21	Giancarlo Scalise	Personnel Commission	nwualum75@yahoo.com

TASKFORCE ROLES AND RESPONSIBILITIES:

The Community Taskforce Members will provide Council with their recommendations for changes to the City’s 1992 Anti-Discrimination Action Plan (ADAP) so that it reflects the current political and social environment in Hayward. To this end, the time commitment and responsibilities of each Taskforce member includes:

- A. ATTENDANCE AND ROLE AT TASKFORCE PUBLIC MEETINGS:** Taskforce members commit to be prepared for and attend at least five (5) Taskforce meetings between February and June of 2017. It is anticipated that each meeting will be approximately 2 hours. Taskforce members will actively participate and exert positive and constructive influence in all team and work group meetings, provide their own expertise and perspective, as well as give earnest and respectful consideration to the concerns, views and values expressed by community members.

- B. ATTENDANCE AT COUNCIL MEETINGS:** Taskforce members commit to attending at least two (2) public City Council meetings; one Work Session where the Mayor and Council will review and comment on the draft update to the ADAP, and one regular public meeting

where the updated ADAP will be presented to Council for adoption. Council meetings are typically on a Tuesday evening and taskforce members will likely be at these Council meetings between 7:00 pm and 9:00 pm.

- C. *FACILITATE COMMUNITY CONVERSATIONS:*** Lead and/or Co-facilitate one or more “community conversations” during the month of March (1-2 hours each). The community conversations will provide taskforce members the opportunity to hear from Hayward residents and provide additional background information relative to resident concerns and/or recommendations, which will inform Taskforce members as they formulate their recommendations for updating the ADAP;
- D. *PARTICIPATION IN TASKFORCE SUBCOMMITTEES:*** In order to dedicate quality time to reviewing, evaluating, and updating the ADAP, taskforce members will work in subcommittees outside of the regular public Taskforce meetings, to review and provide recommended changes to the various sections of the ADAP plan. Subcommittees will share the outcome of their work and recommendations and receive feedback at the regular scheduled public meetings of the Taskforce.
- E. *LEAD/CO-LEAD OF TASKFORCE SUBCOMMITTEES:*** Staff will request that some of the Taskforce members volunteer to lead and/or co-lead Taskforce subcommittee work groups that will be formed to review sections of the ADAP. The Leads/Co-Leads will work with staff liaisons to finalize changes to the ADAP for presentation at full Community Taskforce meetings, and will be the lead presenters at the Council meetings.

ROLE OF STAFF LIAISON CO-CHAIRS:

Assistant City Manager, Maria A. Hurtado and Neighborhood Services Manager, David Korth, will serve as the staff liaisons to, and co-chairs of, the Community Taskforce meetings and will:

- A. *SCHEDULE TASKFORCE MEETINGS:*** Schedule and facilitate the Community Taskforce meetings;
- B. *DEVELOP TASKFORCE MEETING AGENDAS:*** Develop the Community Taskforce Meeting Agendas and related materials, and distribute to Community Taskforce members and the public prior to the Meeting;
- C. *ASSIST TASKFORCE TO MEET ITS GOAL:*** The Co-chairs will ultimately be responsible for ensuring that the Community Taskforce achieves its goal. They will do this by convening and facilitating the meeting discussion and tracking timelines. Co-chairs will prepare staff reports to City Council, and work with the Taskforce Presenters and prepare the presentation to Council. Co-Chairs are responsible for ensuring that the updated ADAP accurately reflects Community Taskforce recommended changes.

D. CONTACT INFORMATION FOR CO-CHAIRS: The Co-Chairs Contact Information is listed below:

CO-CHAIRS/STAFF LIAISONS	EMAIL ADDRESS	PHONE NUMBER
Maria A. Hurtado	Maria.hurtado@hayward-ca.gov	(510) 583-4300
David Korth	David.korth@hayward-ca.gov	

TASKFORCE PROTOCOL & LOGISTICS: The taskforce protocols and logistics include:

ELECTED OFFICIAL AND MANAGEMENT SUPPORT: The Council and City Manager have agreed to strongly support the work of the Community Taskforce as it develops recommended changes to the ADAP.

CONVENER: The Staff Co-Chairs will convene the Community Taskforce and provide staff support to Taskforce subcommittees, and will coordinate meetings outside of the regular Community Taskforce meetings.

COMMUNITY TASKFORCE MEETING SCHEDULE:

Meetings will be held as follows:

A. Community Taskforce Meetings:

- 1. Initial Planning & Logistics Meeting:** The initial meeting of the Task Force is scheduled for February 22, 2017, 6-8pm, at Hayward City Hall. The focus of the first meeting will be to review the Community Taskforce Charter and timeline, discuss the community conversation strategies, and discuss the proposed strategy for reviewing and updating the ADAP.
- 2. Subsequent Community Taskforce Meetings:** Taskforce Meetings are scheduled from 6:00 p.m. to 8:00 p.m. at Hayward City Hall, 777 B. Street, 2nd Floor, Room 2A on the following dates:

MEETING	DATE
#2	Monday, March 13, 2017
#3	Wednesday, April 19, 2017
#4	Monday, May 8 th , 2017
#5	Wednesday, May 31, 2017

- B. *Community Conversations:*** Staff will work with Taskforce members to obtain input from the community during the month of March 2017 utilizing a variety of methods which may include, but are not be limited to:
1. ***One to One Conversations:*** Some Taskforce members will be asked to meet individually and community members that they know and with those they are not familiar with;
 2. ***Small Group Discussions:*** Some Taskforce members be asked to team up with one another to facilitate and record community conversations that are convened;
 3. ***Existing Community Groups:*** Teams of Task Force members will be asked to attend established community group meetings (i.e., neighborhood groups, Home Owner Associations, faith groups, community centers, etc.) where they will facilitate and record input provided by those group members;
 4. ***Social Media and Online Surveys:*** Develop a variety of social media tools (via tweets, blogs, surveys, etc.) so that community members can weigh in with their ideas, perspectives, and concerns online.
- C. *City Council meetings:*** Tentatively scheduled to take place in May or June of 2017, staff will work with Task Force members to prepare the presentation to the City Council describing the Task Force’s work and recommendations. All Taskforce members are asked to attend, and be prepared to respond to questions that may arise from the Mayor and City Council.
- D. *Potential Taskforce Subcommittee Work Groups:*** There may be the need for periodic, short-term subcommittee work groups composed of members from the Community Taskforce. These subcommittee work groups may focus on coordinating the community conversations and/or reviewing sections of the ADAP.

Summary Notes and Follow-Up Actions: After every meeting, staff will ensure that a note taker will be present for the public meetings, and that Summary Notes are prepared for distribution which include a recording of all action items. Taskforce members will be asked to review and ensure the accuracy of the Summary Notes at the Taskforce meetings.

Translation and Other Accommodations: Staff will make every effort to provide translation services and other requested Americans with Disabilities Act (ADA) accommodations at the public Taskforce, community conversation, and City Council meetings to optimize community participation throughout the process.

PROPOSED TASKFORCE WORK PLAN / TIMELINE:

TIMELINE	ACTION ITEMS
FEBRUARY 22, 2017	<p><u>TASKFORCE MEETING NO. 1</u></p> <ul style="list-style-type: none"> • INITIAL PLANNING & LOGISTICS (DATE & TIMES OF MEETINGS) • REVIEW TASKFORCE CHARTER • DISCUSS COMMUNITY CONVERSATIONS STRATEGY • DISCUSS ADAP REVIEW PROPOSAL
FEBRUARY 23 – MARCH 1, 2017	<p><u>FINALIZE TASKFORCE SUBCOMMITTEES</u></p> <ul style="list-style-type: none"> • COMMUNITY CONVERSATIONS • ADAP REVIEW
MARCH – APRIL, 2017	<p><u>COMMUNITY CONVERSATIONS</u></p>
MARCH 13, 2017	<p><u>TASKFORCE MEETING NO. 2:</u></p> <ul style="list-style-type: none"> • INTRODUCE SUBCOMMITTEE LEADS FOR COMMUNITY CONVERSATION & ADAP REVIEW • SUBCOMMITTEE PRELIMINARY REPORTS TO COMMUNITY TASKFORCE • DISCUSS COUNCIL MEETING DATE OPTIONS
APRIL 19, 2017	<p><u>TASKFORCE MEETING NO. 3:</u></p> <ul style="list-style-type: none"> • PRESENTATIONS BY TASKFORCE SUB-COMMITTEES ON COMMUNITY CONVERSATION & ADAP REVIEW
MAY 8, 2017	<p><u>TASKFORCE MEETING NO. 4:</u></p> <ul style="list-style-type: none"> • FINAL REVIEW AND APPROVAL BY TASKFORCE OF REVISED ADAP • REHEARSAL OF TASKFORCE CITY COUNCIL PRESENTATION
MAY 31, 2017	<p><u>TASKFORCE MEETING NO. 5:</u></p> <ul style="list-style-type: none"> • FINAL REVIEW AND APPROVAL BY TASKFORCE OF REVISED ADAP • REHEARSAL OF TASKFORCE CITY COUNCIL PRESENTATION
JUNE (DATE TBD)	<p><u>CITY COUNCIL WORK SESSION & REGULAR COUNCIL MEETINGS</u></p> <ul style="list-style-type: none"> • TASKFORCE PRESENTATION TO CITY COUNCIL • REVISIONS TO ADAP AS NEEDED BASED ON COUNCIL COMMENTS AT WORK SESSION • FINAL ADOPTION OF THE REVISED ADAP BY CITY COUNCIL
TBD	<p><u>TASKFORCE MEETING NO 6: - OPTIONAL</u></p> <ul style="list-style-type: none"> • DISCUSS NEXT STEPS – POST ADOPTION OF REVISED PLAN • CULMINATING EVENT – CELEBRATION OF ACCOMPLISHMENTS